

**FAIRBANKS RANCH
COMMUNITY SERVICES DISTRICT**

**MINUTES
BOARD OF DIRECTORS SPECIAL MEETING**

Monday, November 7, 2016, 6:00 p.m.

Fairbanks Ranch Clubhouse, 17651 Circa Del Norte, Rancho Santa Fe, CA

PRESENT

Joleene Cannon
Rick Heymann
Julie Feld
Steve Charlton
Richard Sparber

ABSENT

GUESTS

STAFF

Chuck Duffy, G.M.
Paula Melendrez

Board President Cannon called the regular meeting of the Board of Directors of the Fairbanks Ranch Community Services District to order.

1. Call Meeting to Order and Roll Call.

2. Public Comment – None.

BOARD ITEMS

3. Minutes of the August 8, 2016 Special Meeting.

Director Cannon requested that the minutes reflect that Paula Melendrez was absent from the August meeting. Director Cannon also requested that the date of the meeting adjournment listed in the minutes be changed to August to reflect the correct meeting date.

ACTION: Director Sparber moved to approve the minutes as amended. Director Charlton seconded. Motion carried 5-0.

4. July, August, and September 2016 Dudek Invoices.

ACTION: Director Sparber moved to approve the invoices as presented. Director Feld seconded. Motion carried 5-0.

5. Monthly Flow Report – Noted and filed.

6. District Financial Reports.

- a. Balance Sheet – Noted and filed.
- b. Revenue and Expenditure Reports. (Unaudited) – Noted and filed.
- c. LAIF Monthly Update– Noted and filed.

7. General Manager's Report.

- a. Treatment plant operational report – General Manager Chuck Duffy reported that he had a meeting with Fairbanks Ranch Association Manager Jerry MacDonald to give him a tour of the Treatment Plant and Percolation Ponds, as well as to discuss the issue of trees on private property falling onto the District's percolation pond property and fence.

8. Upcoming Seminars/Conferences – None.

Adjournment.

There being no further business of the Fairbanks Ranch Community Services District Board of Directors, the November 7, 2016 regular meeting was adjourned by Board President Cannon at 6:34 p.m.

SUBMITTED BY:

APPROVED BY:

Paula Melendrez, Secretary

Chuck Duffy, General Manager

Date Approved by Board: February 6, 2017